



DONALD L. WOLFE, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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March 9, 2006

IN REPLY PLEASE

REFER TO FILE: **PM-1**

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**AIRPORT COURT DISTRICT ATTORNEY'S 6TH FLOOR
BUILDOUT PROJECT - CATEGORICAL EXEMPTION
AWARD AGREEMENT - SPECS. 6777; C.P. 41073
SUPERVISORIAL DISTRICT 2
3 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER AND
THE DISTRICT ATTORNEY THAT YOUR BOARD:**

1. Find that the Airport Court District Attorney's 6th Floor Buildout project is categorically exempt under the California Environmental Quality Act (CEQA) Guidelines in accordance with Section 15301 Existing Facilities, Class 1 (a) and the County of Los Angeles Environmental Procedures and Guidelines, Appendix G, Class 1 (d), adopted by your Board on November 17, 1987.
2. Approve the project budget of \$1,200,000, and authorize the Director of Public Works to carry out the project.
3. Award and authorize the Director of Public Works to execute an Agreement with Tom Takeichi Associates to provide design services for the buildout project for a not-to-exceed fee of \$98,762 funded by C.P. 41073, and establish the effective date following Board approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions will allow Public Works to proceed with the design of the project. The recommended Architect/Engineer Services Agreement with Tom Takeichi Associates will provide basic design services, including fire/life safety and security for the project.

The project is located at 11701 South La Cienega Boulevard, Los Angeles, California. The proposed project consists of providing tenant improvements for the 6th Floor District Attorney's office that was left as shell space at the time of the original construction of the Airport Court in 1999. The approximate 3,200-square-foot area will include at least nine private offices, a children's waiting room, and a storage/file room that is anticipated to support a high-density file system supporting the District Attorney's file capacity needs. Access to this new area will be created through the existing District Attorney's space. Minor modifications to the secured access to the Register-Recorder/County Clerk's office may be necessary. Mechanical, electrical, plumbing, security, and fire requirements will be modified as needed. It is anticipated that a Job Order Contract approved by your Board will be used for this remodeling and renovation project.

Implementation of Strategic Plan Goals

These actions meet the County Strategic Plan Goal of Organizational Effectiveness as these actions will enhance operations to provide better service to the community.

FISCAL IMPACT/FINANCING

The recommended Agreement with Tom Takeichi Associates to provide design and consultant services is for a not-to-exceed fee of \$98,762. Sufficient funds are available in the 2005-06 Capital Project Budget, C.P. 41073.

The total estimated cost of the project, including construction, equipment, consultant services, and County services, is \$1,200,000. The Project Schedule and Budget Summary are included in the enclosure.

The total project cost includes 1 percent of design and construction costs to be allocated to the Civic Art Special fund per your Board's Civic Art Policy adopted December 7, 2004.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard Agreement, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for Contract termination, renegotiation, and hiring qualified displaced County employees will be included.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for award of this Agreement, Tom Takeichi Associates, is willing to consider Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

As required by your Board, language will be incorporated into the Agreement stating that the consultant shall notify its employees, and shall require each subcontractor to notify its employees, about Board Policy 5.135, (Safely Surrendered Baby Law) and that they may be eligible for the Federal Earned Income Credit under Federal income tax laws.

Tom Takeichi Associates is in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Service Program).

ENVIRONMENTAL DOCUMENTATION

The proposed project has been reviewed and determined to be categorically exempt under CEQA Guidelines in accordance with Section 15301 Existing Facilities, Class 1 (a) and the County of Los Angeles Environmental Procedures and Guidelines, Appendix G, Class 1 (d), adopted by your Board on November 17, 1987. This project is categorically exempt under these guidelines due to the proposed minor interior alterations to the courthouse, which include, but not limited to, interior partitions, plumbing, operation, repair, maintenance, permitting, leasing, licensing, and/or electrical conveyances.

CONTRACTING PROCESS

In October 2000, Public Works requested the Architectural Evaluation Board (AEB) to recommend firms for the Request for Proposal process. On November 1, 2000, the AEB recommended four firms. On June 6, 2001, Public Works issued a Request for Proposals identifying the scope of work. Tom Takeichi Associates was the only firm to respond. Public Works verified that Tom Takeichi Associate's proposal satisfied the

minimum requirements and that it was recommended by the Evaluation Committee made up of representatives from Public Works and the Chief Administrative Office (CAO). The evaluations were done without regard to race, creed, color, or gender.

In December 2005, the project scope was confirmed and finalized with an appropriate budget. Tom Takeichi Associates was the original architect selected by the Architectural Evaluation Board and still meets the minimum requirements for this project.

On February 3, 1998, your Board requested that contract opportunities be listed on the Office of Small Business website. However, this Contract opportunity was not listed on the website because the AEB evaluation process was used. This process was established by your Board to ensure that firms are selected on an equitable and impartial basis to provide design and consultant services. Public Works uses the Doing Business with Us website to offer general consultant opportunities, and the AEB supplements its business listing of architectural firms from the website information.

Tom Takeichi Associates has agreed to provide the recommended services for a not-to-exceed fee of \$98,762. The construction administration portion of the fee will be billed during the construction phase and only after authorization to proceed with construction. The negotiated fee has been reviewed by Public Works and is considered reasonable for the scope of work.

Public Works has evaluated and determined that the County Code Chapter 2.201 (Living Wage Program) does not apply to the recommended Agreement as this Agreement is for non-Proposition A services.

Tom Takeichi Associates' Community Business Enterprises participation data and three-year contracting history are on file with Public Works.

The State Labor Code requires contractors to pay prevailing wage rates to all persons employed on Public Works Contracts.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no impact on current County services or projects during the performance of the recommended services. There will be minor inconveniences to the Court during construction. Any impacts resulting during normal hours will be coordinated with Court staff to minimize any disruption to the operations.

The Honorable Board of Supervisors
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CONCLUSION

Please return one adopted copy of this letter to the CAO (Capital Projects Division), District Attorney's office, and Public Works.

Respectfully submitted,

DONALD L. WOLFE
Director of Public Works

DAVID E. JANSSEN
Chief Administrative Officer

STEVE COOLEY
District Attorney

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Enc.

cc: County Counsel
Department of Public Social Services (GAIN/GROW Program)
Office of Affirmative Action Compliance

March 9, 2006

ENCLOSURE

**AIRPORT COURT DISTRICT ATTORNEY'S 6TH FLOOR
BUILDOUT PROJECT - CATEGORICAL EXEMPTION
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I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
A/E Agreement Execution	04/04/06
Program	06/05/06
Schematic Design/Design Development	08/23/06
Construction Documents	12/19/06
Jurisdictional Approvals	03/06/07
Construction Award	04/17/07
Construction	
Substantial Completion	11/13/07
Acceptance	01/16/08

*Indicates completed activity.

II. PROJECT BUDGET SUMMARY

Budget Category	Proposed Project Budget
Land Acquisition	\$ 0
Construction	
(a) Construction Contract	\$ 735,968
(b) Change Order Contingency	\$ 102,060
Subtotal	\$ 838,028
Equipment	\$ 30,000
Plans and Specifications	
Programming	\$ 13,435
Basic Design Services	\$ 77,327
Additional Services	\$ 8,000
Subtotal	\$ 98,762
Consultant Services	\$ 2,100
Plans Check and Jurisdictional Reviews	\$ 21,000
Miscellaneous Expenditures	\$ 5,000
County Services	\$ 196,775
Civic Art	\$ 8,335
TOTAL	\$1,200,000